



CONSERVATION FOUNDATION *of the Gulf Coast*

Title: Executive Assistant
Reports to: President

POSITION SUMMARY

The Executive Assistant to the President is responsible for providing comprehensive support to the President and Executive Team. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

DUTIES AND RESPONSIBILITIES

- Assist the President with scheduling of appointments, meetings and conferences
- Coordinate travel arrangements and create trip itineraries for the President
- Assist with materials needed for presentations and meetings
- Answer telephone and monitor voice mailboxes
- Assist the Chief of Staff with Board meeting materials
- Assist with Board meeting presentations
- Assist with content management for the Foundation's website
- Assist President and Executive Team with research, special projects and reports
- Attend and assist with Foundation's events
- Attend Foundation's recommended conferences and webinars
- Other duties as assigned

REQUIRED QUALIFICATIONS

- Ability to produce quality materials within tight timeframes and simultaneously manage several projects.
- Ability and willingness to master Raisers Edge software.
- Outstanding communications skills both written and oral.
- Poise, confidence and an ability to handle highly confidential and sensitive information with discretion.
- High performance standards and ability to anticipate problems.
- Flexibility and finesse to manage an executive's schedule. Respectfully represent the President in communications.
- Excellent organizational and problem-solving skills.
- Superior time management abilities required.

- Proven mastery of Office applications including Word, Excel, Power Point, Outlook and Project.
- Excellent organizational skills with an ability to think proactively and prioritize work
- Ability to swim
- Valid Florida driver's license and proof of insurance.
- Ability to work a flexible schedule.